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MEDICARE -
COORDINATION
OF BENEFITS

Section 111 COB Secure Web Site Basic Functions

Version 6.0, 3/31/2013
CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <http://www.cms.gov/Medicare/Medicare.html>.

Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Basic Functions course.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this CBT is for educational purposes only and does not constitute official CMS instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link: <http://www.cms.gov/MandatoryInsRep>.

Slide notes

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Course Overview

- Section 111 COBSW Login/Logout Procedures
- Basic functions available from the Home page



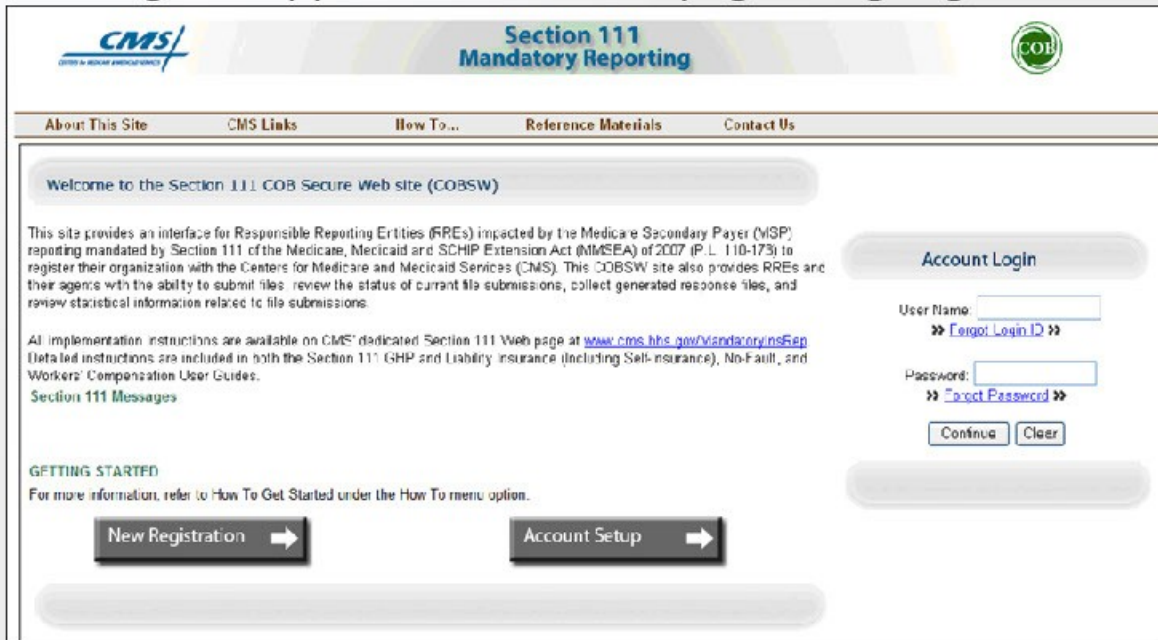
Slide notes

This course provides an overview on the Section 111 COBSW Login/Logout procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the Home page.

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Section 111 COBSW Home Page

- Available at www.Section111.cms.hhs.gov
- Login to application on Home page using Login fields



The screenshot shows the Section 111 COBSW Home Page. At the top, there is a header with the CMS logo on the left, the text "Section 111 Mandatory Reporting" in the center, and a COB logo on the right. Below the header is a navigation bar with links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". The main content area has a welcome message: "Welcome to the Section 111 COB Secure Web site (COBSW)". Below this, there is a paragraph explaining the site's purpose: "This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions." Below this paragraph, there is a link to "Section 111 Messages" and a "GETTING STARTED" section with the text "For more information, refer to How To Get Started under the How To menu option." At the bottom of the main content area, there are two buttons: "New Registration" and "Account Setup", both with right-pointing arrows. On the right side of the page, there is an "Account Login" section with fields for "User Name:" and "Password:", each followed by a "Forgot" link. Below the password field is a "Forgot Password" link. At the bottom of the login section are "Continue" and "Clear" buttons.

Slide notes

The Section 111 COBSW Web site URL is www.Section111.cms.hhs.gov <<http://www.section111.cms.hhs.gov/>>.

Once you have completed the New Registration and Account Setup steps and obtain a Login ID for the Section 111 COBSW, you may begin using the application.

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Section 111 COBSW Home Page

- RREs will login using Login fields to
 - View the RRE Listing page
 - Perform an action for the RRE ID
 - Change a Password
 - Update personal information
- RREs who are unable to login because of a forgotten Login ID or Password may
 - Retrieve their Login ID, or
 - Retrieve their Password

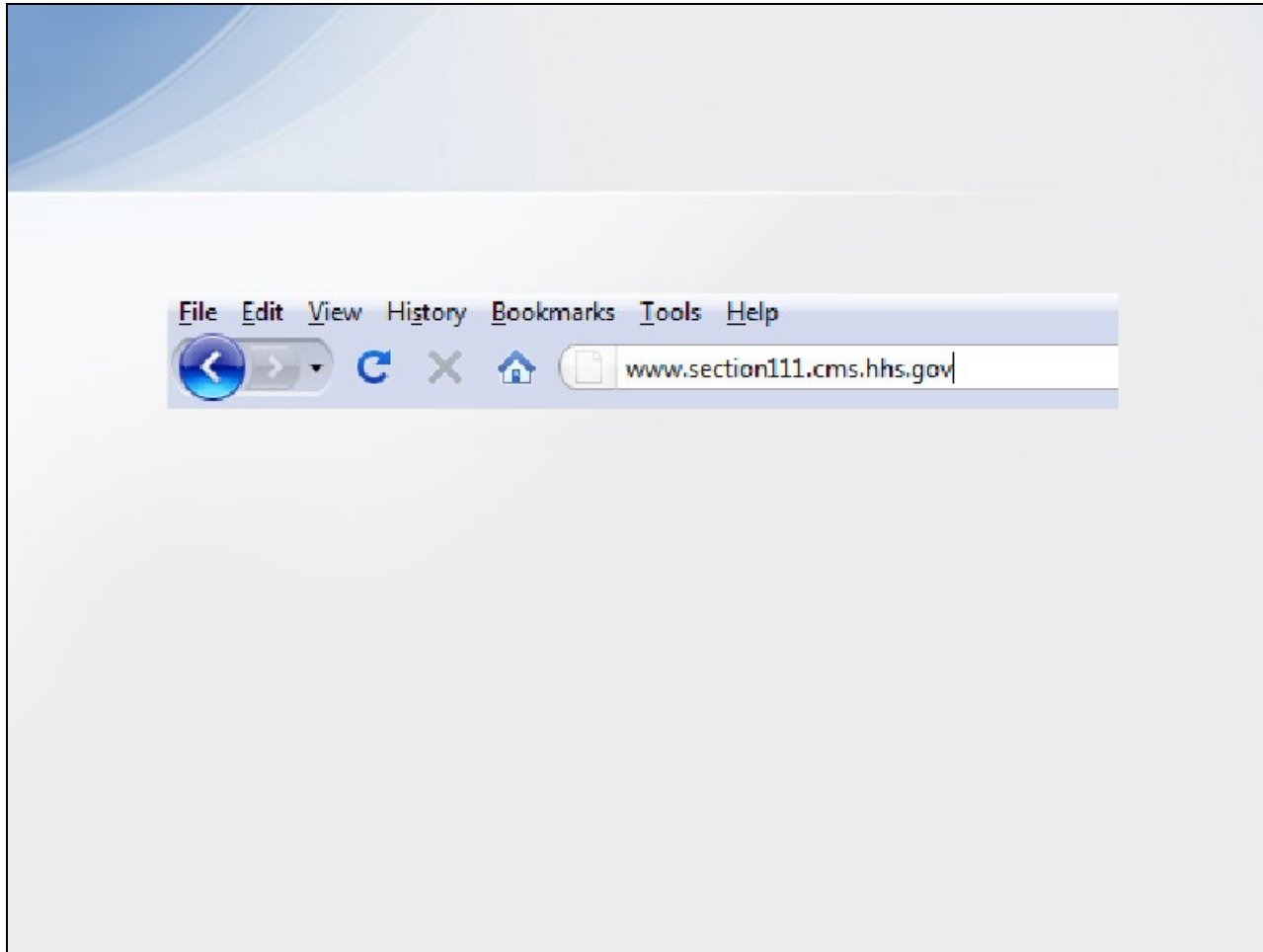
Slide notes

In order to perform the following basic functions, RREs must first login to the Section 111 COBSW using the Login fields displayed on the right side of the Home page:

view the RRE Listing Page (Home page), perform an action for an RRE ID, change a Password or update personal information. RREs who are unable to login because

they have forgotten their Login ID or Password will use the Section 111 Home page to retrieve this information.

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Slide notes

Enter the following URL into your web browser: www.section111.cms.hhs.gov

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Section 111 Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

Login Warning

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This Web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators will be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395k(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information, (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)
[Decline](#)

Slide notes

The Login Warning page displays, detailing the Data Use Agreement (DUA).

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Section 111 Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

Login Warning

 [Print this page](#)

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For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

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[I Accept](#)

[Decline](#)

Slide notes

The Login Warning page may be printed by clicking the Print this page link in the upper right corner of the page.

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Section 111
Mandatory Reporting



About This SiteCMS LinksHow To...Reference MaterialsContact Us

Login Warning [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

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For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

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I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395k(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information, (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)
[Decline](#)

Slide notes

Review the Data Use Agreement. To proceed, click the I Accept link.

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The screenshot shows the login page for the Section 111 COB Secure Web site (COBSW). The header includes the CMS logo, the title "Section 111 Mandatory Reporting", and a COB logo. A navigation bar contains links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us".

Welcome to the Section 111 COB Secure Web site (COBSW)

This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

All implementation instructions are available on CMS' dedicated Section 111 Web page at www.cms.hhs.gov/MandatoryInsRep. Detailed instructions are included in both the Section 111 GHP and Liability Insurance (Including Self-Insurance), No-Fault, and Workers' Compensation User Guides.

Section 111 Messages

The site will be down on Friday, July 11, 2010 from 8 p.m. to Saturday, July 12, 2010 at 12 a.m. for routine maintenance. Sorry for the inconvenience.

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

Account Login

User Name:

[» Forgot Login ID »](#)

Password:

[» Forgot Password »](#)

Slide notes

The Section 111 COB Secure Web site Login page displays.

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The screenshot shows the homepage of the Section 111 COB Secure Web site (COBSW). The header features the CMS logo on the left, the title "Section 111 Mandatory Reporting" in the center, and a COB logo on the right. Below the header is a navigation bar with links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". The main content area is titled "Welcome to the Section 111 COB Secure Web site (COBSW)". It contains a paragraph explaining the site's purpose for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173). It also mentions that the site provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions. Below this, there is a link to "Section 111 Messages" and a notice about site maintenance on Friday, July 11, 2010, from 8 p.m. to Saturday, July 12, 2010 at 12 a.m. for routine maintenance. A "GETTING STARTED" section follows, with a link to "How To Get Started" under the "How To" menu option. At the bottom of the main content area, there are two buttons: "New Registration" and "Account Setup", both with right-pointing arrows. On the right side of the page, there is an "Account Login" section with a "User Name:" label and a text input field, a "Forgot Login ID" link, a "Password:" label and a text input field, a "Forgot Password" link, and "Continue" and "Clear" buttons.

Section 111 Mandatory Reporting

Account Login

User Name:

[» Forgot Login ID »](#)

Password:

[» Forgot Password »](#)

Section 111 Messages

The site will be down on Friday, July 11, 2010 from 8 p.m. to Saturday, July 12, 2010 at 12 a.m. for routine maintenance. Sorry for the inconvenience.

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

Slide notes

The Section 111 Messages area of the Login page may contain important system messages.

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The screenshot shows the homepage of the Section 111 COB Secure Web site (COBSW). The header features the CMS logo on the left, the title "Section 111 Mandatory Reporting" in the center, and a COB logo on the right. Below the header is a navigation bar with links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". The main content area is divided into two columns. The left column contains a welcome message, a description of the site's purpose, implementation instructions, and a "GETTING STARTED" section with links for "New Registration" and "Account Setup". The right column contains an "Account Login" section with fields for "User Name" (containing "UserNam") and "Password" (containing "*****"), and buttons for "Continue" and "Clear".

Section 111 Mandatory Reporting

Account Login

User Name:

[» Forgot Login ID »](#)

Password:

[» Forgot Password »](#)

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

Slide notes

Enter your Login ID in the User Name field and your Password in the Password field, and click Continue.

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the title 'Section 111 Mandatory Reporting'. Below this is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A secondary bar contains 'Home' and 'Log off'. The main content area is titled 'RRE Listing'. It includes instructions on how to use the RRE ID list and a search function. A search bar with a 'Search' button and a 'Refresh RRE Listing' button are present. Below the search bar, it says '4 items found, displaying all items. 1'. A table lists two RREs: '36184 Tesing Company' and '36188 Acme 1'. Each row has columns for 'RRE ID', 'Name', 'Status', 'Submsn Period', 'Reporting Option', and 'Actions'. The 'Actions' column contains a dropdown menu with 'Please Select' and a 'Go' button. On the right side, there's a 'QUICK HELP' section with links to 'Help About This Page' and 'Submission Periods'. Below that, a 'Print this page' button is visible. Further down, a section titled 'I'd like to...' contains links for 'Manage Personal Information', 'Change Password', and 'Log off'. At the bottom left, there's a 'SECURE AREA' indicator. At the bottom center, there's a link for 'Privacy Policy | User Agreement'.

Section 111 Mandatory Reporting

Navigation: About This Site | CMS Links | How To... | Reference Materials | Contact Us

Home | Log off

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID: Search Refresh RRE Listing

4 items found, displaying all items. 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36184	Tesing Company	PROD	3	Basic	Please Select Go
36188	Acme 1	Setup	3	Basic	Please Select Go

SECURE AREA

Privacy Policy | User Agreement

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Log off](#)

Slide notes

The RRE Listing page displays. You will learn more about this page later in this course.

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Forgot Login ID

- Use **Forgot Login ID** function
- Enter E-mail address
- Correctly answer security questions
- Login ID E-mailed
 - Contact EDI Representative if not E-mailed within 24 hours

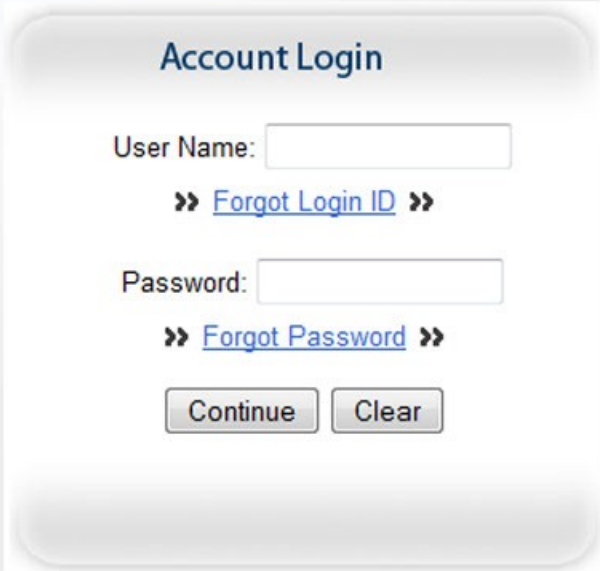
Slide notes

If you forget your Section 111 COBSW Login ID, you may click on the “Forgot Login ID” function under the Account Login box on the Home page.

The system will request that you enter your E-mail address and answer the security questions provided during registration. After correctly answering the questions,

your Login ID will be sent to you via E-mail. If you do not receive your E-mail within 24 hours, please contact your assigned Electronic Data Interchange (EDI) Representative.

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The image shows a web form titled "Account Login" centered on a light gray background. The form has a white background with rounded corners and a subtle drop shadow. It contains two input fields: "User Name:" and "Password:". Below the "User Name:" field is a blue link "» Forgot Login ID »". Below the "Password:" field is a blue link "» Forgot Password »". At the bottom of the form are two buttons: "Continue" and "Clear".

Account Login

User Name:

» [Forgot Login ID](#) »

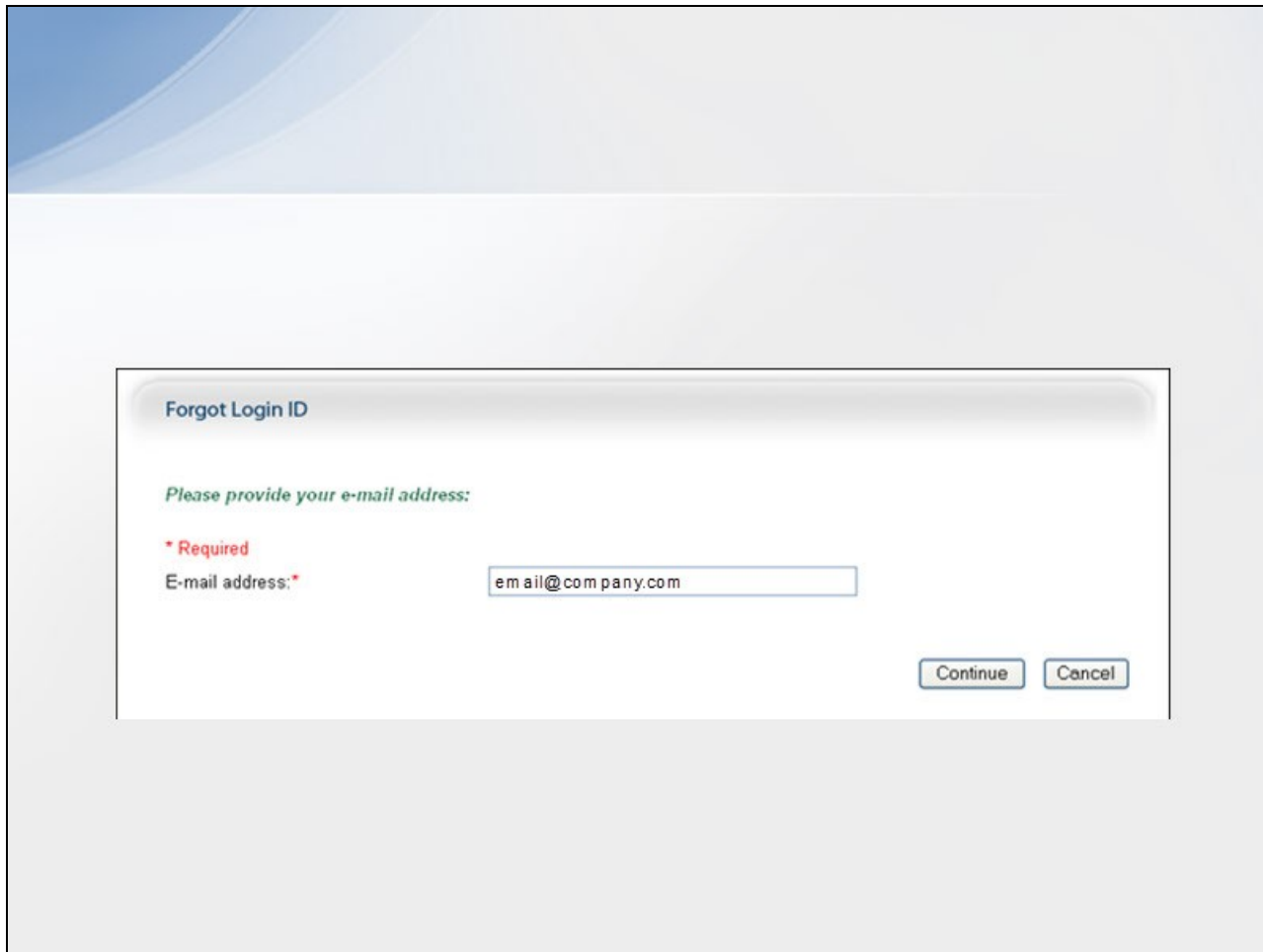
Password:

» [Forgot Password](#) »

Slide notes

On the Login screen, click the Forgot Login ID link in the Account Login box.

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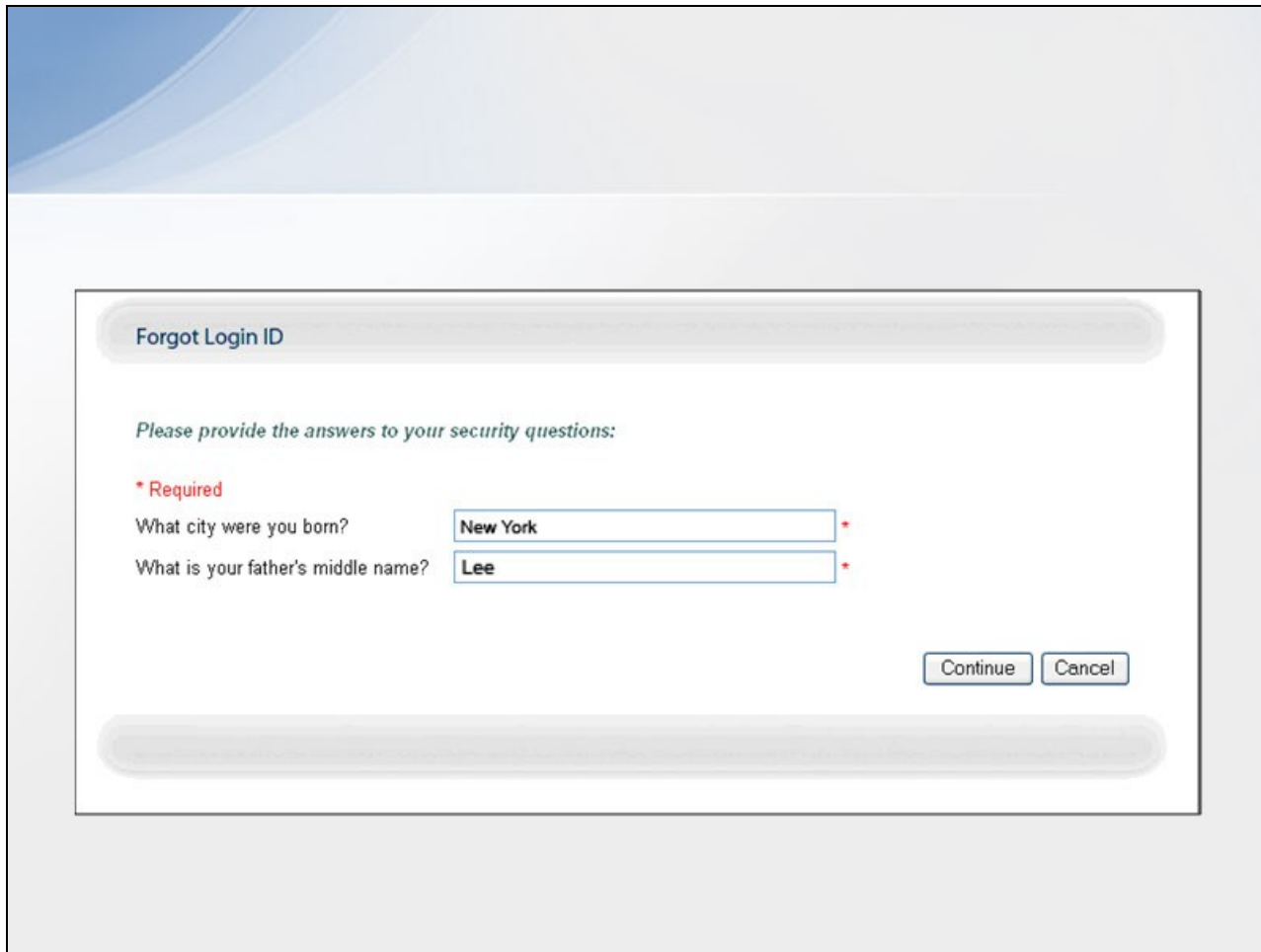


The screenshot shows a 'Forgot Login ID' dialog box. At the top, the title 'Forgot Login ID' is displayed in a blue header bar. Below the title, the text 'Please provide your e-mail address:' is shown in green. A red asterisk and the word 'Required' are positioned above the 'E-mail address:' label. The text 'E-mail address:' is followed by a text input field containing the placeholder text 'email@company.com'. At the bottom right of the dialog box, there are two buttons: 'Continue' and 'Cancel'.

Slide notes

This displays the Forgot Login ID page. Enter your E-mail address and click Continue.

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The screenshot shows a web interface for a 'Forgot Login ID' process. At the top, there is a blue header bar. Below it, a white box contains the title 'Forgot Login ID' in a blue header bar. The main content area is white and contains the text 'Please provide the answers to your security questions:'. Below this, there is a red asterisk followed by the word 'Required'. There are two questions: 'What city were you born?' and 'What is your father's middle name?'. Each question has a text input field. The first input field contains 'New York' and the second contains 'Lee'. Both input fields have a red asterisk to their right. At the bottom right of the white box, there are two buttons: 'Continue' and 'Cancel'. Below the white box, there is a blue footer bar.

Forgot Login ID

Please provide the answers to your security questions:

* Required

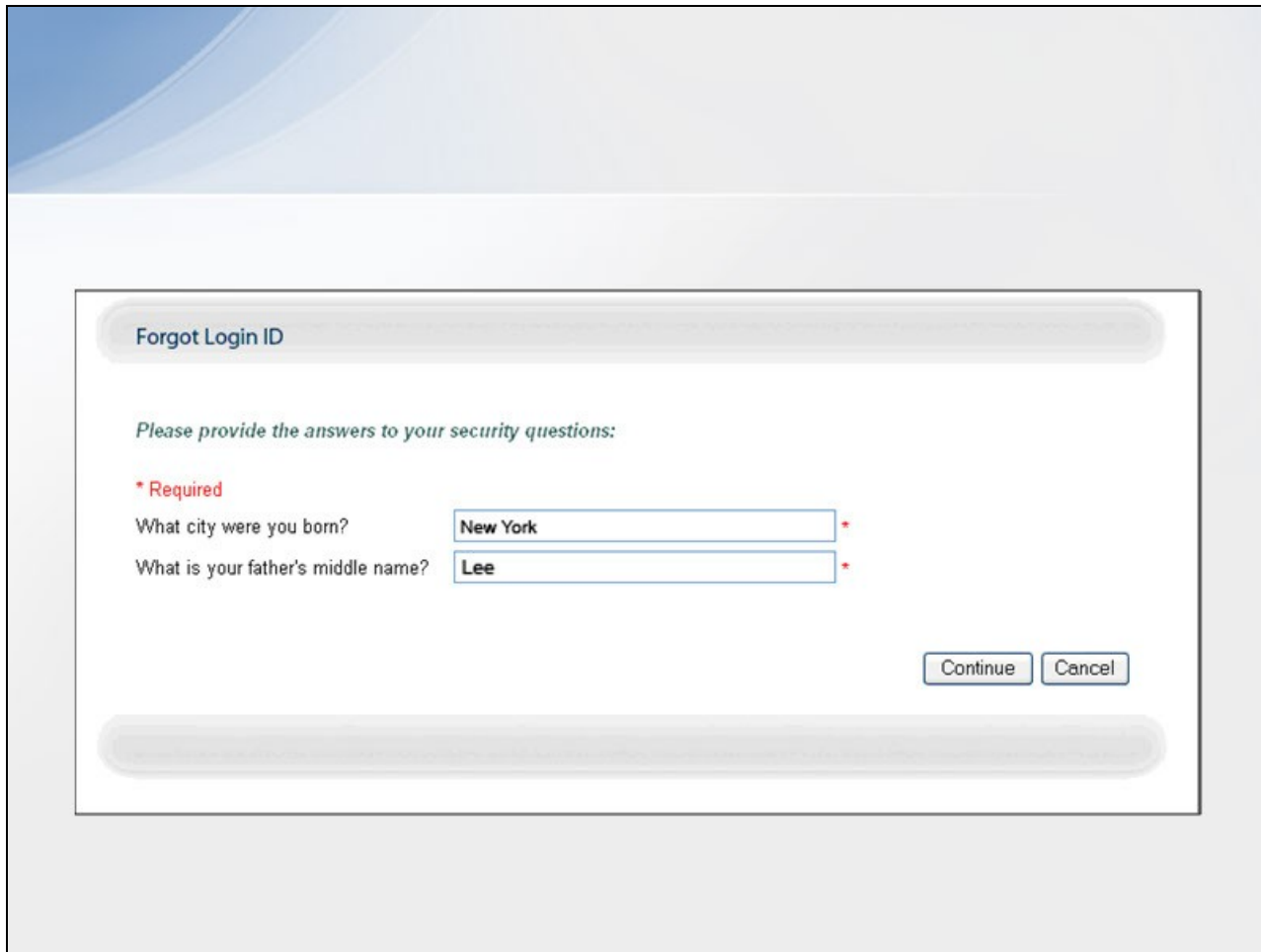
What city were you born? *

What is your father's middle name? *

Slide notes

The screen then re-displays with the two Security Questions you selected during the registration process. Correctly answer each of your pre-selected Security Questions and then click the Continue button.

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The screenshot shows a web form titled "Forgot Login ID" within a light gray border. The form has a white background and a blue header bar. Below the title, it asks the user to provide answers to security questions. Two questions are listed, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in a text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in a text box. Both text boxes have a red asterisk to their right. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Forgot Login ID

Please provide the answers to your security questions:

*** Required**

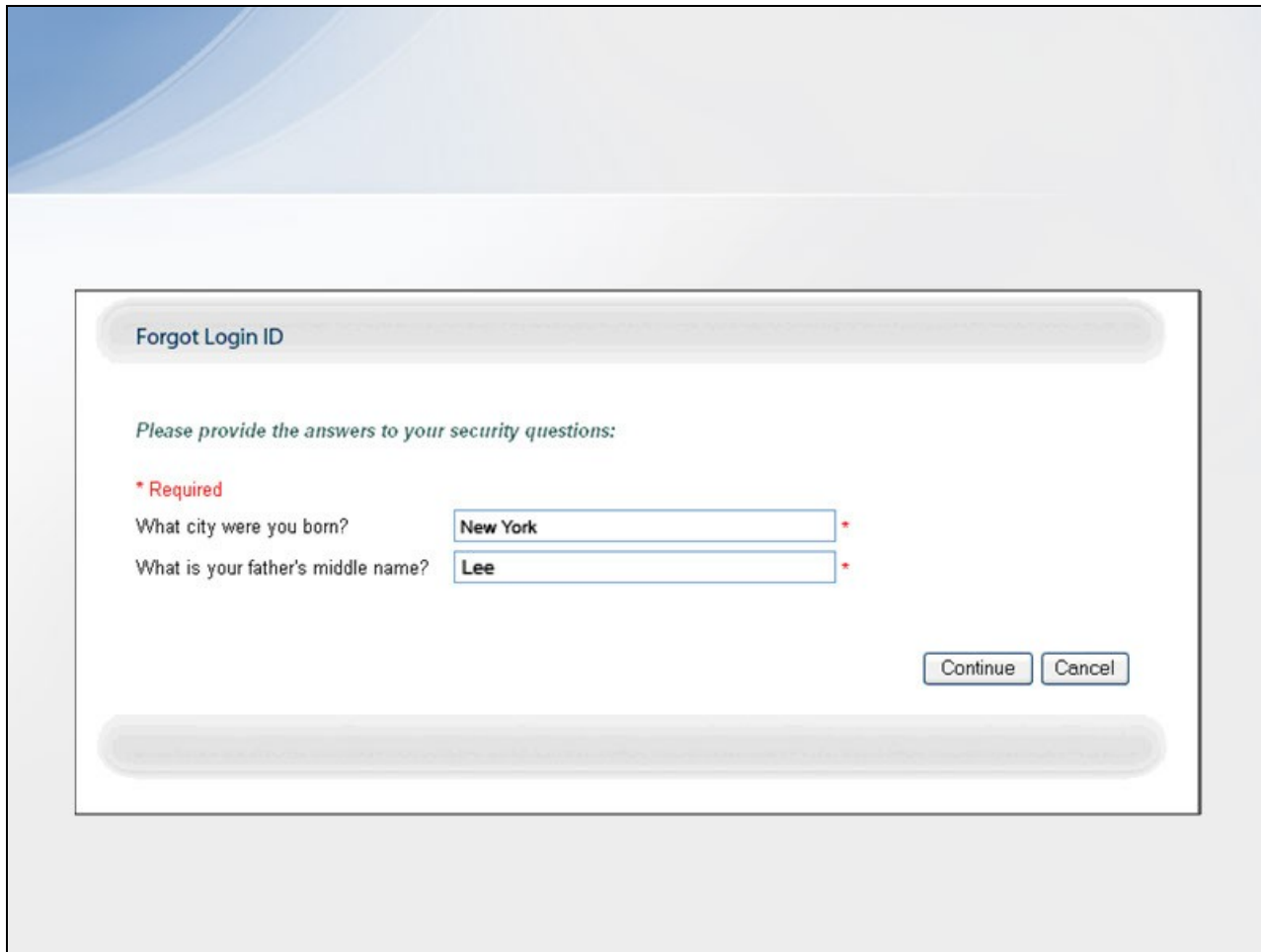
What city were you born? *

What is your father's middle name? *

Slide notes

If the information you entered is correct, your Login ID will be sent via E-mail.

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The screenshot shows a web form titled "Forgot Login ID" within a light gray border. The form has a white background. At the top left of the form is a blue curved graphic. Below the title, the text "Please provide the answers to your security questions:" is displayed in a small, italicized font. A red asterisk followed by the word "Required" is positioned to the left of the first question. The first question is "What city were you born?" with a text input field containing "New York" and a red asterisk to its right. The second question is "What is your father's middle name?" with a text input field containing "Lee" and a red asterisk to its right. At the bottom right of the form are two buttons: "Continue" and "Cancel". Below the form is a light gray horizontal bar.

Forgot Login ID

Please provide the answers to your security questions:

* Required

What city were you born? *

What is your father's middle name? *

Slide notes

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values. If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

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Thank You

You have successfully requested your Login ID for the Section 111 COB Secure Web site (COBSW).

NEXT STEPS

You will receive an E-mail once your Login ID request is processed. The E-mail will contain your Login ID.

Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the COBC EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

[Section 111 Home](#)

Slide notes

The Thank You page displays if your answers are correct. This page confirms that you have successfully requested your Login ID.

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Thank You

You have successfully requested your Login ID for the Section 111 COB Secure Web site (COBSW).

NEXT STEPS

You will receive an E-mail once your Login ID request is processed. The E-mail will contain your Login ID.

Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the COBC EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

[Section 111 Home](#)

Slide notes

You will then receive an E-mail containing your Login ID. After receipt of the E-mail, please return to the Section 111 COBSW and login using your Login ID and Password.

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Forgot Password

- Use **Forgot Password** function
- Enter Login ID
- Correctly answer security questions
- Temporary Password E-mailed
 - Contact EDI Representative if not E-mailed within 24 hours

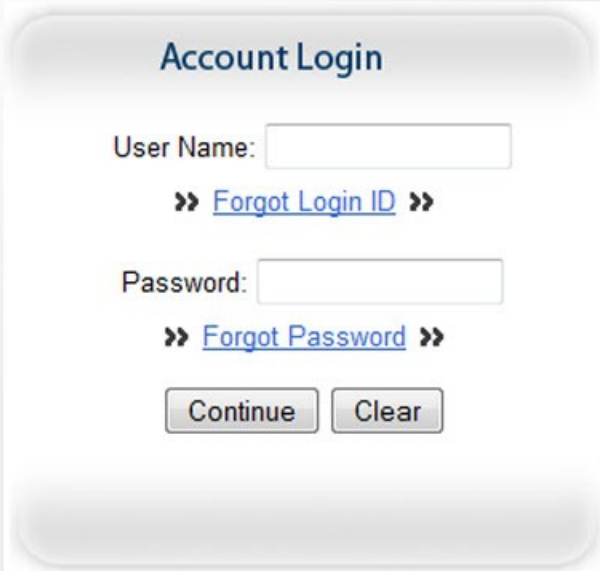
Slide notes

If you forget your Section 111 COBSW Password, you may click on the “Forgot Password” link under the Password box on the Home page. The system will request

that you enter your Login ID and answer the security questions provided during registration. After correctly answering the questions, your temporary Password will

be sent to you via E-mail. If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative.

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The image shows a web page with a light blue and white background. In the center, there is a white rounded rectangle containing the login form. The form has a title 'Account Login' in blue. Below the title, there are two input fields: 'User Name:' and 'Password:'. Between the input fields, there are two links: '» Forgot Login ID »' and '» Forgot Password »'. At the bottom of the form, there are two buttons: 'Continue' and 'Clear'.

Account Login

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

Slide notes

On the Login screen, click the Forgot Password link under the Password box on the Home page.

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Forgot Password

Please provide your Login ID:

* Required

Login ID:*

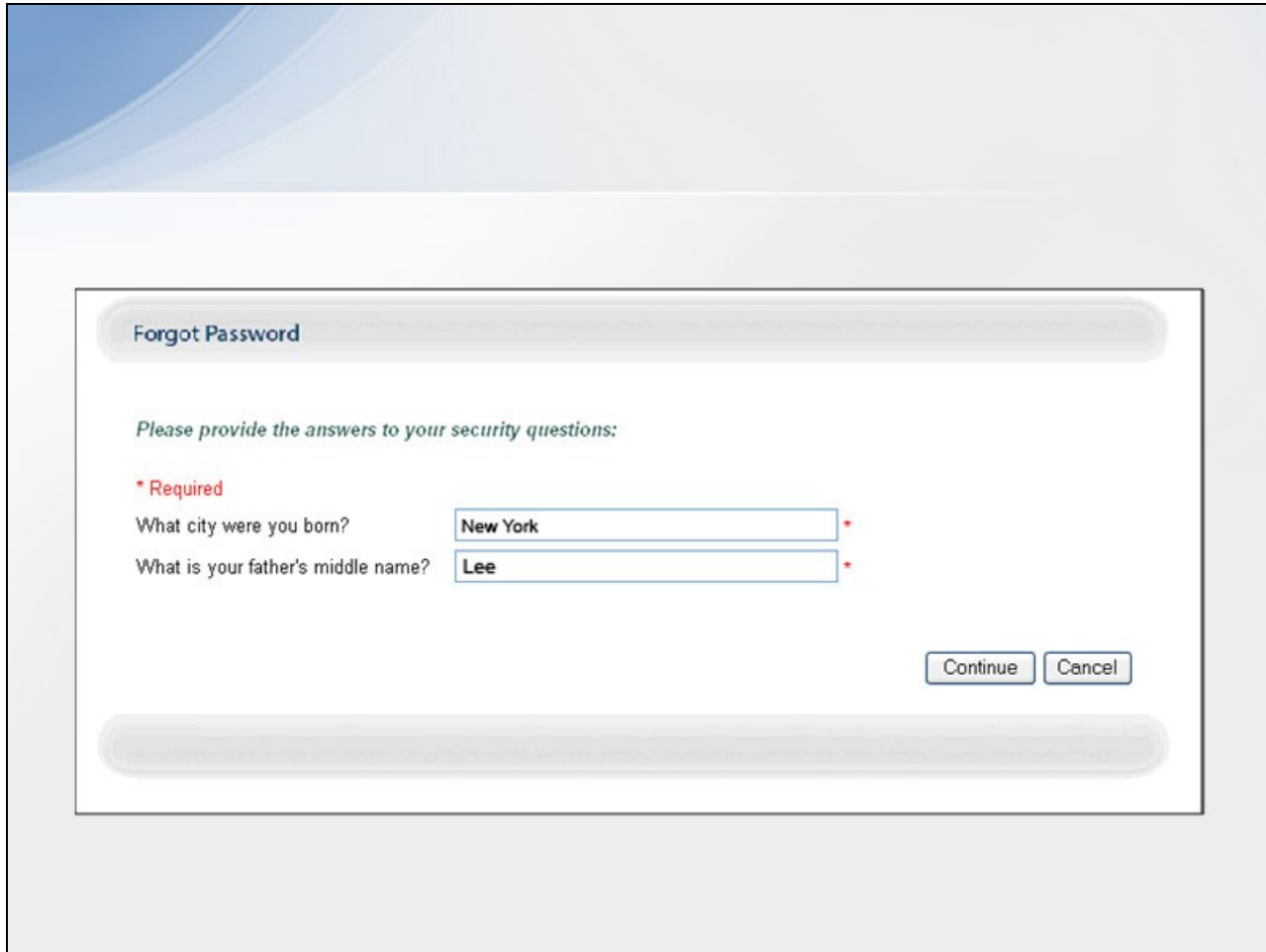
Log rID

Continue Cancel

Slide notes

This displays the Forgot Password page. Enter your Login ID and click Continue.

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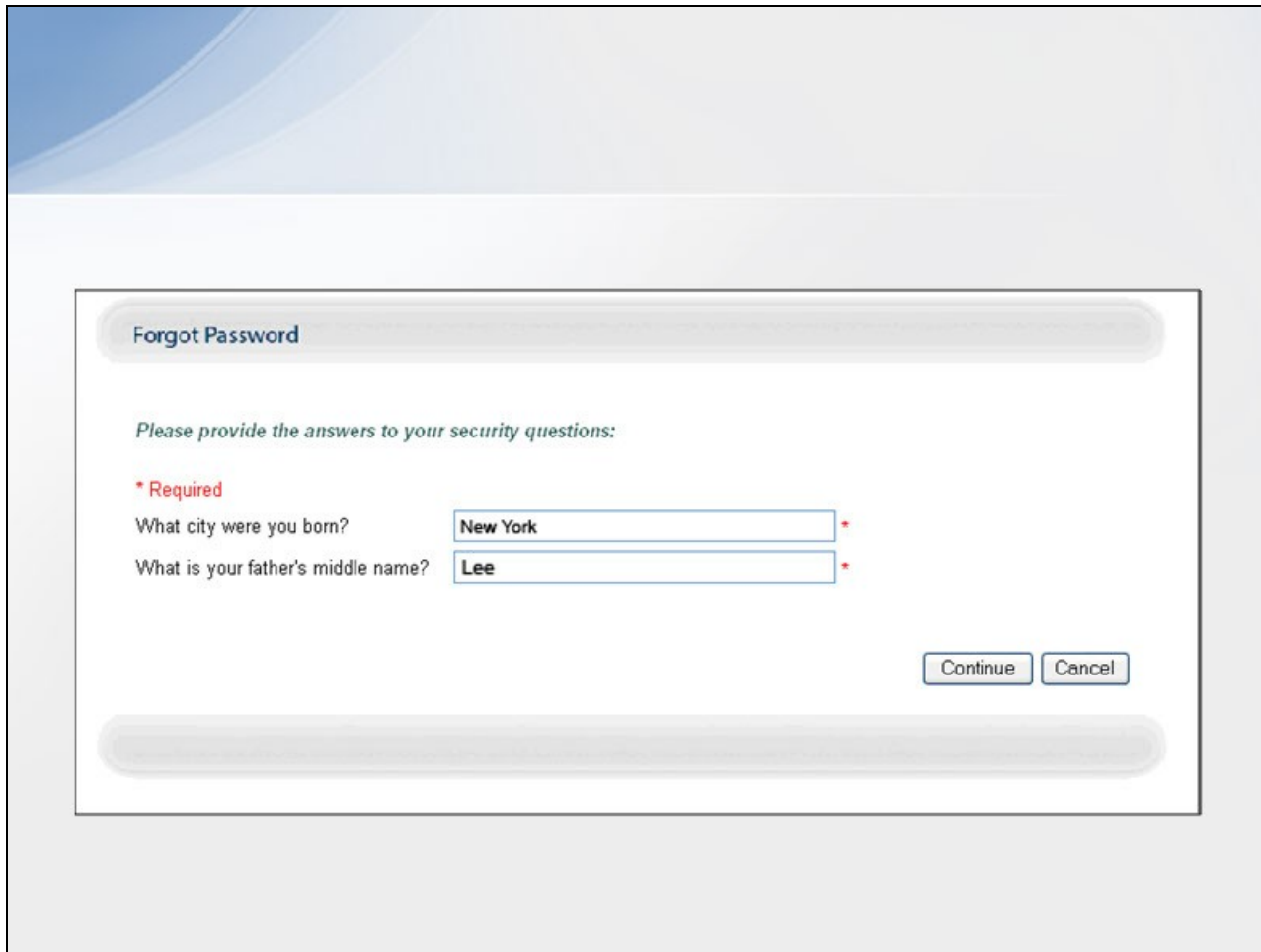


The screenshot shows a web interface for a 'Forgot Password' process. At the top, there is a blue header bar. Below it, a white box contains the title 'Forgot Password' in a blue font. Underneath the title, a message reads 'Please provide the answers to your security questions:'. A red asterisk followed by the word 'Required' is positioned to the left of the first question. The first question is 'What city were you born?' with a text input field containing 'New York' and a red asterisk to its right. The second question is 'What is your father's middle name?' with a text input field containing 'Lee' and a red asterisk to its right. At the bottom right of the white box, there are two buttons: 'Continue' and 'Cancel'. Below the white box, there is a light gray horizontal bar.

Slide notes

The screen then re-displays with the two Security Questions you selected during the registration process. Correctly answer each of your pre-selected Security Questions and then click the Continue button.

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The screenshot shows a web form titled "Forgot Password" within a light gray border. The form has a white background and a blue header bar. Below the title, it asks the user to provide answers to security questions. Two questions are listed, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in a text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in a text box. Both text boxes have a red asterisk to their right. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Forgot Password

Please provide the answers to your security questions:

*** Required**

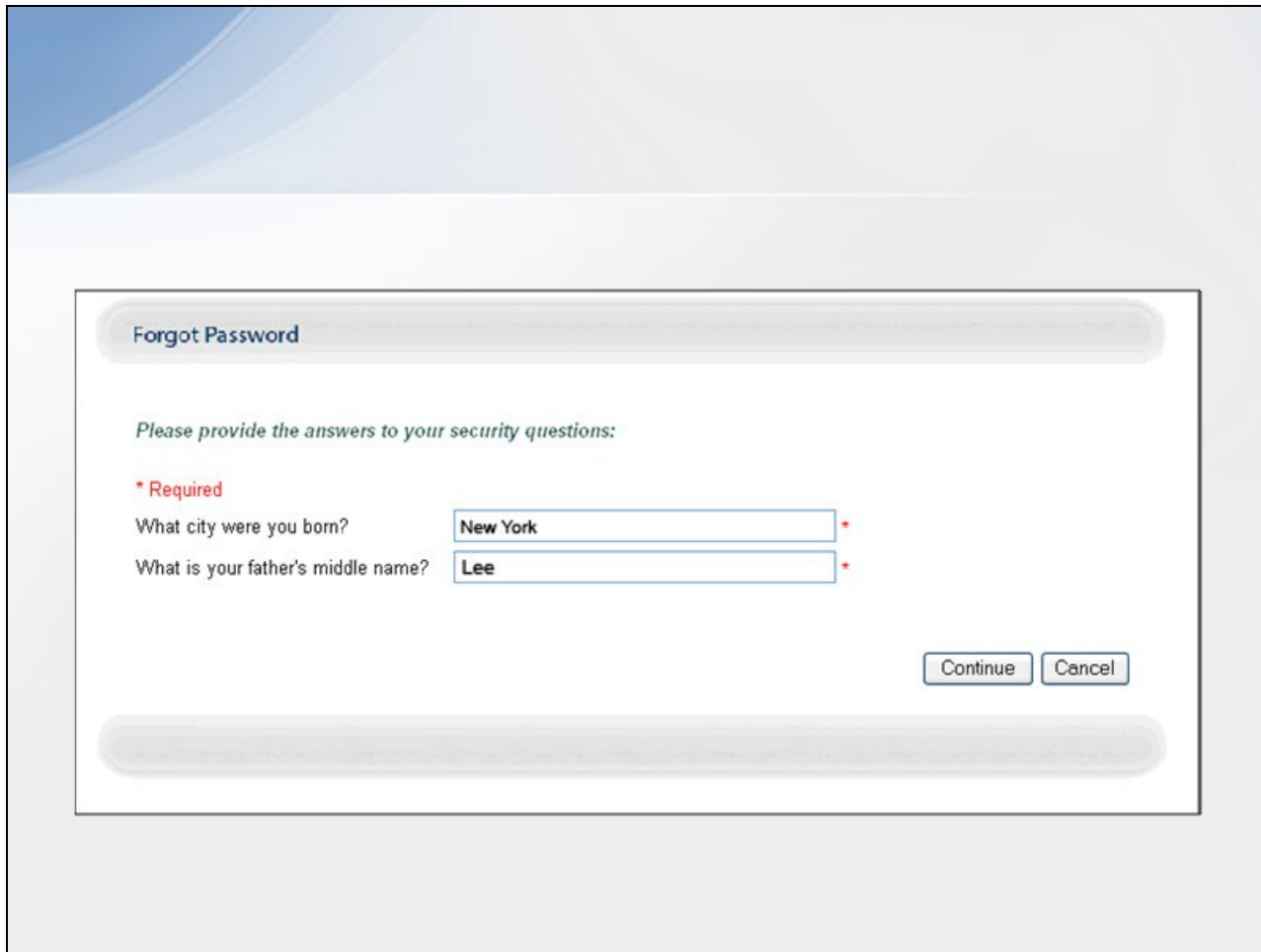
What city were you born? *

What is your father's middle name? *

Slide notes

If the information you entered is correct, your new temporary Password will be sent via E-mail.

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The screenshot shows a web interface for a 'Forgot Password' process. At the top, there is a blue header bar. Below it, a white box contains the title 'Forgot Password' in a blue font. Underneath the title, a prompt reads 'Please provide the answers to your security questions:'. A red asterisk and the word 'Required' are positioned to the left of the first question. The first question is 'What city were you born?' with a text input field containing 'New York'. The second question is 'What is your father's middle name?' with a text input field containing 'Lee'. Both input fields have a red asterisk to their right. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'. Below the form, there is a light gray horizontal bar.

Forgot Password

Please provide the answers to your security questions:

* Required

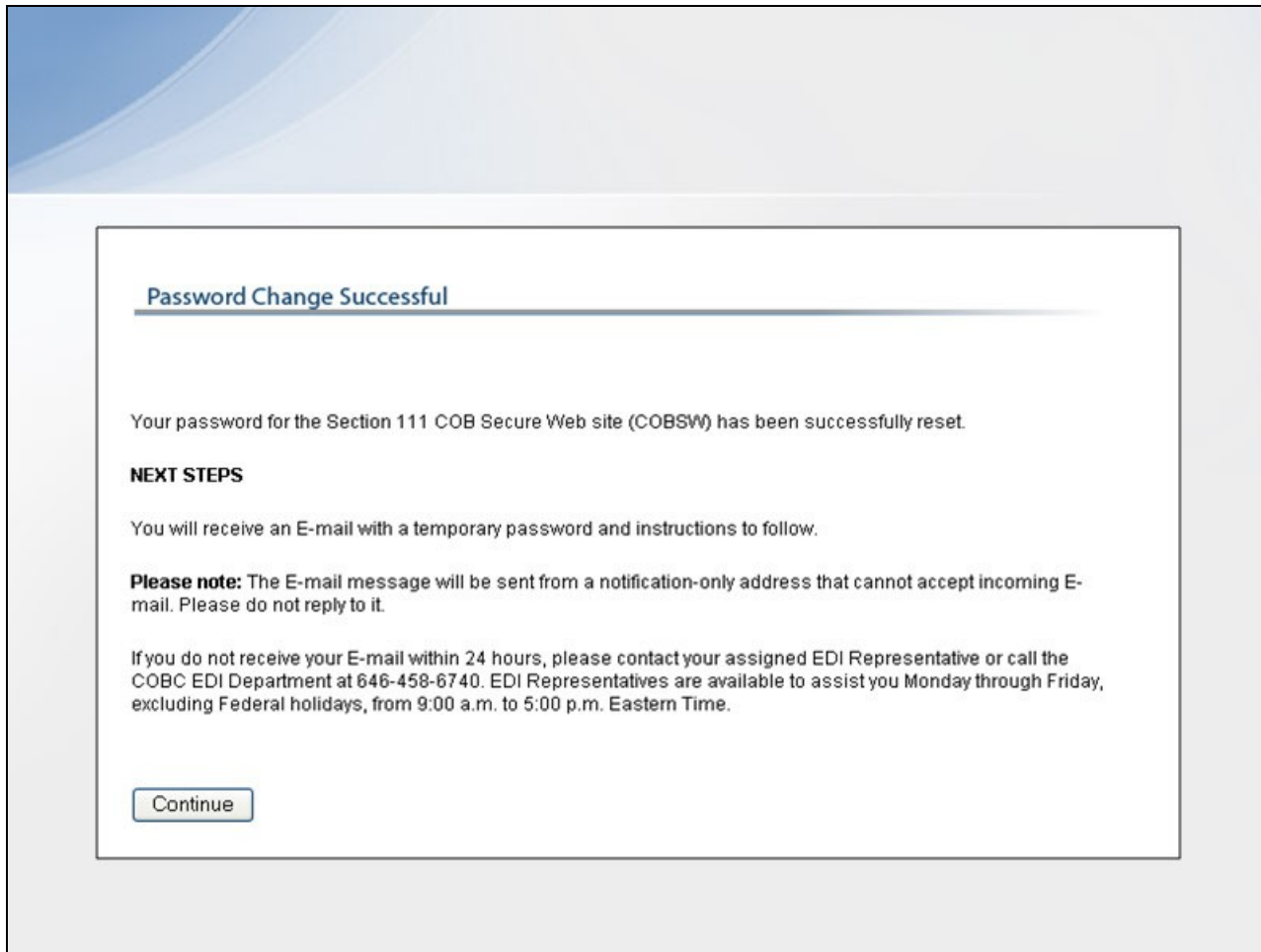
What city were you born?

What is your father's middle name?

Slide notes

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values. If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

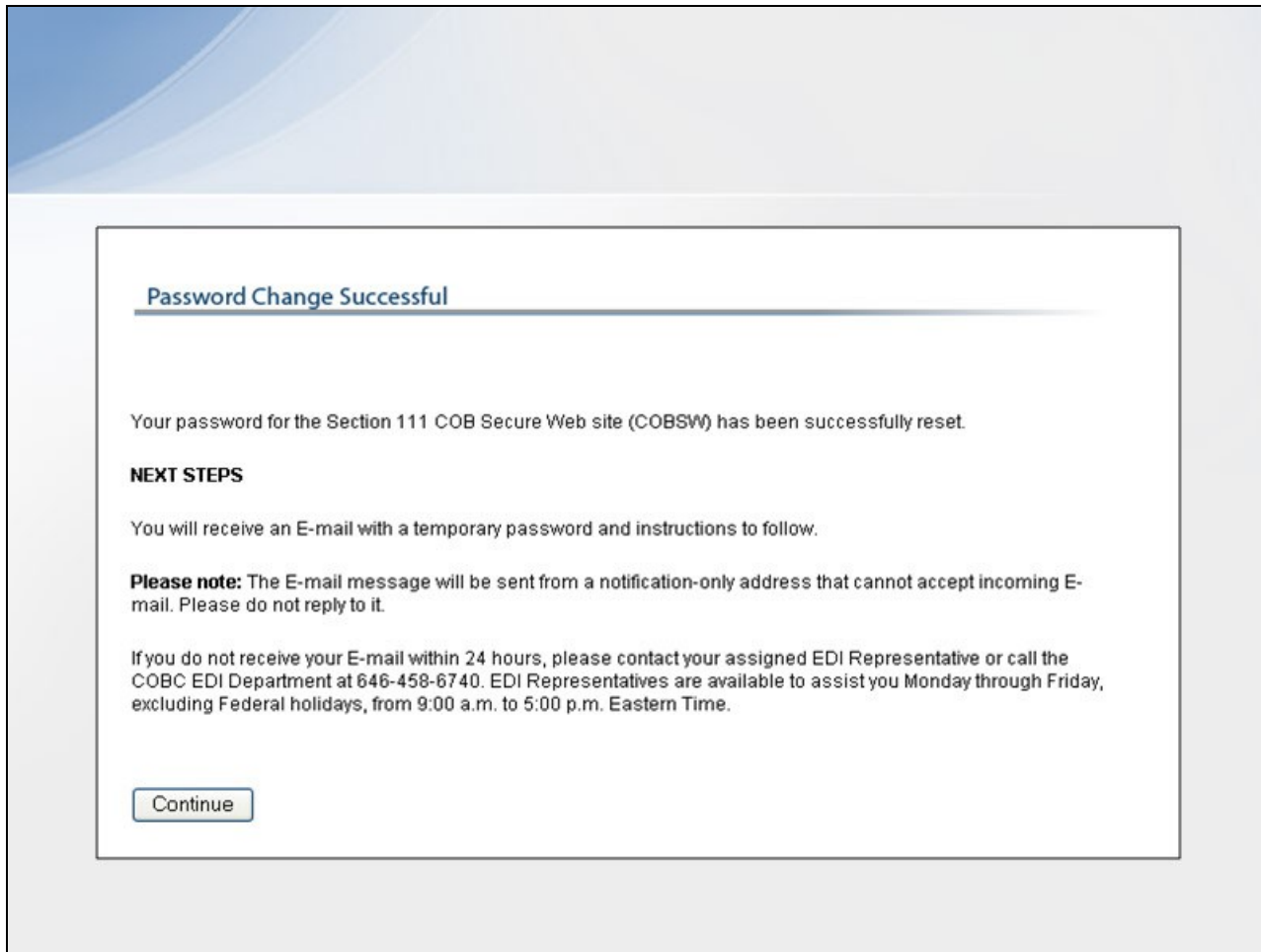
Slide 28 - of 53



Slide notes

The Password Change Successful page displays, indicating that the system has generated a temporary Password and has sent it to your registered E-mail address.

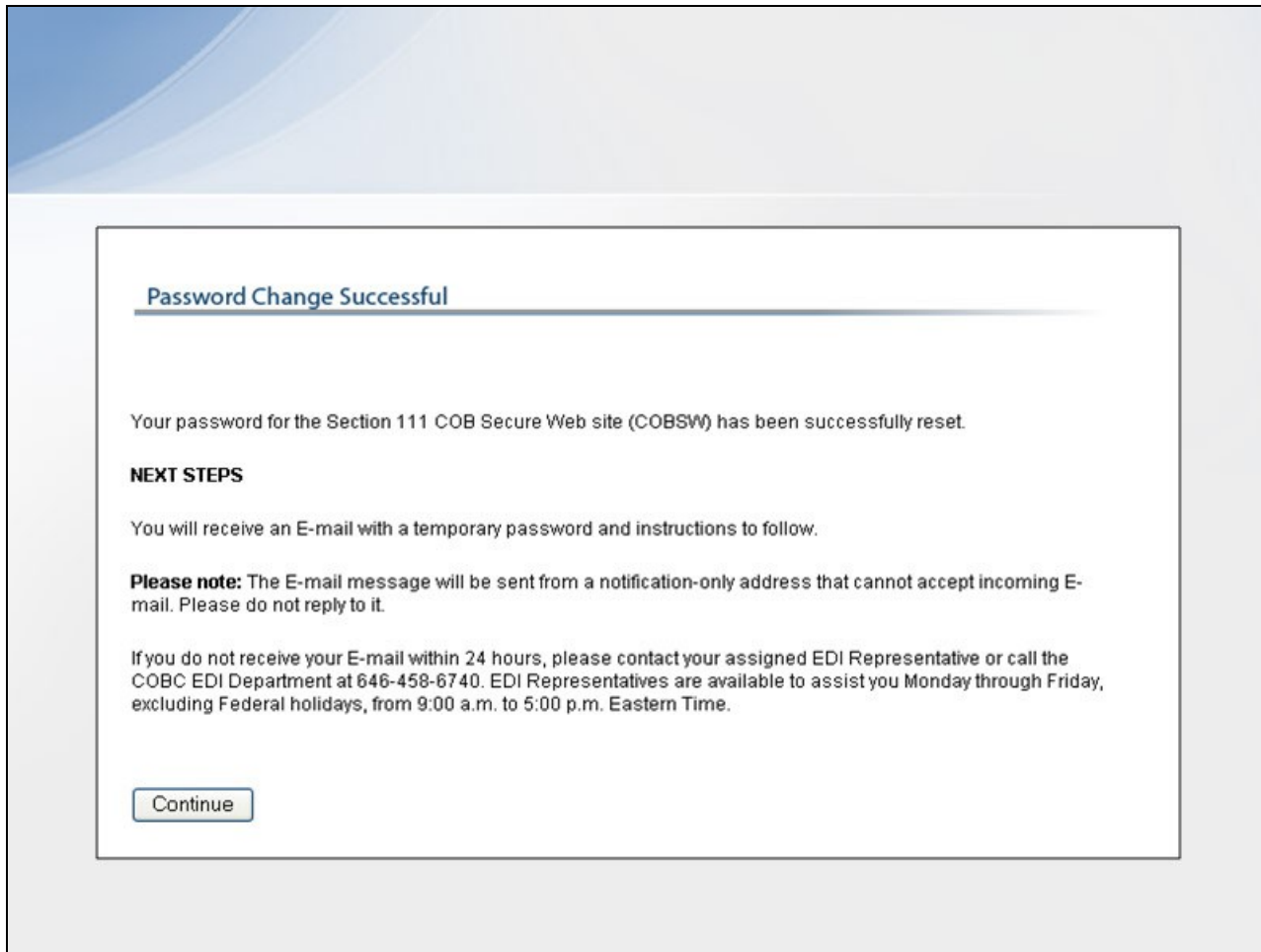
Slide 29 - of 53



Slide notes

Click Continue at the bottom of the page to return to the Login Warning page.

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Slide notes

You must change your temporary Password the next time you login to the Section 111 COBSW. You will learn more about how to change your Password later in this course.

Slide 31 - of 53

RRE Listing Page

- Functions as the main processing screen
 - Home link returns to the RRE Listing page
 - Logoff returns to the Login Warning page
- Lists associated RRE IDs
 - RRE ID
 - Company name
 - RRE status
 - Submission period
 - Reporting Option (for GHP RREs)
 - Actions

Slide notes

The RRE Listing page is the first page displayed after a successful login. This page functions as the main processing screen or Home page.

From this page, a valid Section 111 User can initiate any of the Section 111 COBSW processes, manage personal information, change their Password and logoff the Section 111 COBSW.

The RRE Listing page lists all the RRE IDs to which you are associated. For each assigned RRE ID, the following information is displayed:

RRE ID (Responsible Reporting Entity Identification Number); Company Name associated with the RRE ID; Status of the RRE – Setup, Ready to Test, or Production;

Submission period - 1-12 for file submissions, 0 for Direct Data Entry (DDE); Reporting Option – Basic or Expanded for Group Health Plan (GHP) RREs;

Actions – dropdown box of available Actions. Actions displayed depend on your user role for the RRE ID (Account Manager or Account Designee).

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the text 'Section 111 Mandatory Reporting'. Below this is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A secondary bar contains 'Home' and 'Log off'. The main content area is titled 'RRE Listing'. It includes instructions on how to use the RRE ID list and a search bar with a 'Search' button and a 'Refresh RRE Listing' button. Below the search bar, it says '4 items found, displaying all items. 1'. A table lists two items: '36184 Tesing Company' and '36188 Acme 1'. Each item has columns for 'RRE ID', 'Name', 'Status', 'Submsn Period', 'Reporting Option', and 'Actions'. The 'Actions' column contains a dropdown menu with 'Please Select' and a 'Go' button. On the right side, there's a 'QUICK HELP' section with links to 'Help About This Page' and 'Submission Periods'. Below that is a 'Print this page' button. Further down, there's a section titled 'I'd like to...' with links to 'Manage Personal Information', 'Change Password', and 'Log off'. At the bottom, there's a 'SECURE AREA' label and a 'Privacy Policy | User Agreement' link.

Section 111 Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

[Home](#) [Log off](#)

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items. 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36184	Tesing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

[SECURE AREA](#)

[Privacy Policy | User Agreement](#)

QUICK HELP

[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)
[Change Password](#)
[Log off](#)

Slide notes

The RRE Listing page is displayed.

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Account Manager Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - RRE Information
 - File Processing Results
 - Upload File
 - Test File Results
 - Designee Maintenance
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When the RRE's Account Manager accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);

RRE Information - View or update information for the associated RRE; File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;

Upload File - Upload GHP or Non-Group Health Plan (NGHP) test and production files using the HTTPS method;

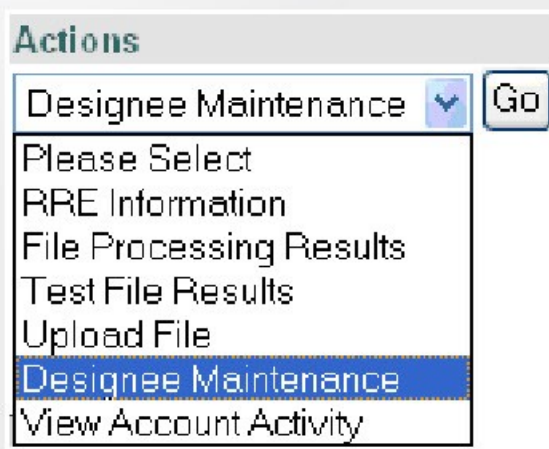
Test File Results - View results of test file submissions (for RREs set up with file transmission only);

Designee Maintenance - View, delete, edit, or add an Account Designee; View Account Activity - View account activity detail;

Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);

New Claim - Enter a new claim using DDE (DDE method only); Claim Listing - View, edit or delete a DDE claim (DDE method only).

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Actions

Designee Maintenance ▼ Go

- Please Select
- RRE Information
- File Processing Results
- Test File Results
- Upload File
- Designee Maintenance
- View Account Activity

Slide notes

To access a function, the Account Manager will select an Action and click on Go.

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Account Designee Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - File Processing Results
 - Upload File
 - Test File Results
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When any of the RRE's Account Designees accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);

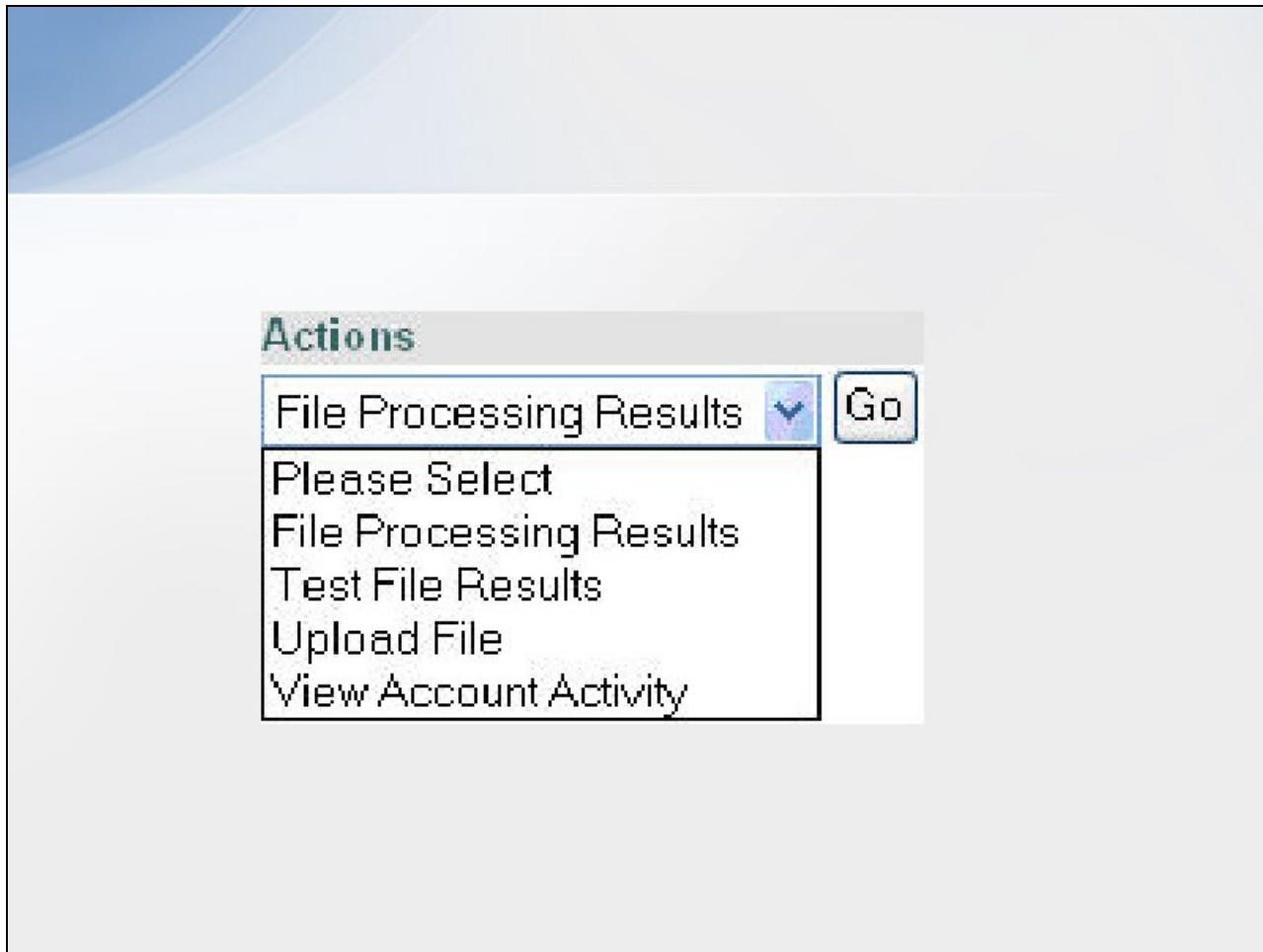
File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;

Upload File - Upload GHP or NGHP test and production files using the HTTPS method; Test File Results - View results of test file submissions (for RREs set up with file transmission only);

View Account Activity - View account activity detail; Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);

New Claim - Enter a new claim using DDE (DDE method only); Claim Listing - View, edit or delete a DDE claim (DDE method only).

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Slide notes

To access a function, the Account Designee will select an Action and click on Go.

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Change Password

- Passwords for the Section 111 COBSW must be changed every 60 days
- Must login to application to change Password
- The COBC recommends that you change your Password once per month
- Note: If user changes Password in a COBSW application, it is changed in all COBSW applications

Slide notes

Passwords for the Section 111 COBSW must be changed every 60 days. You must login to the Section 111 application on the COBSW in order to change your Password.

The Coordination of Benefits Contractor (COBC) recommends that you login to the Section 111 COBSW and perform the Change Password function once a month to avoid Password expiration.

Note: If a user changes their password in a COBSW application, it will be changed in all COBSW applications.

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the text "Section 111 Mandatory Reporting". Below this is a navigation bar with links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". A secondary bar contains "Home" and "Log off".

The main content area is titled "RRE Listing". It includes instructions: "This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button." and "To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button." Below this is a search form with "RRE ID:" followed by a text input, a "Search" button, and a "Refresh RRE Listing" button.

A message states "The RRE Listing is sorted by RRE ID." Below this, it says "4 items found, displaying all items. 1". A table follows with the following data:

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36184	Tesing Company	PROD	3	Basic	Please Select [Go]
36188	Acme 1	Setup	3	Basic	Please Select [Go]

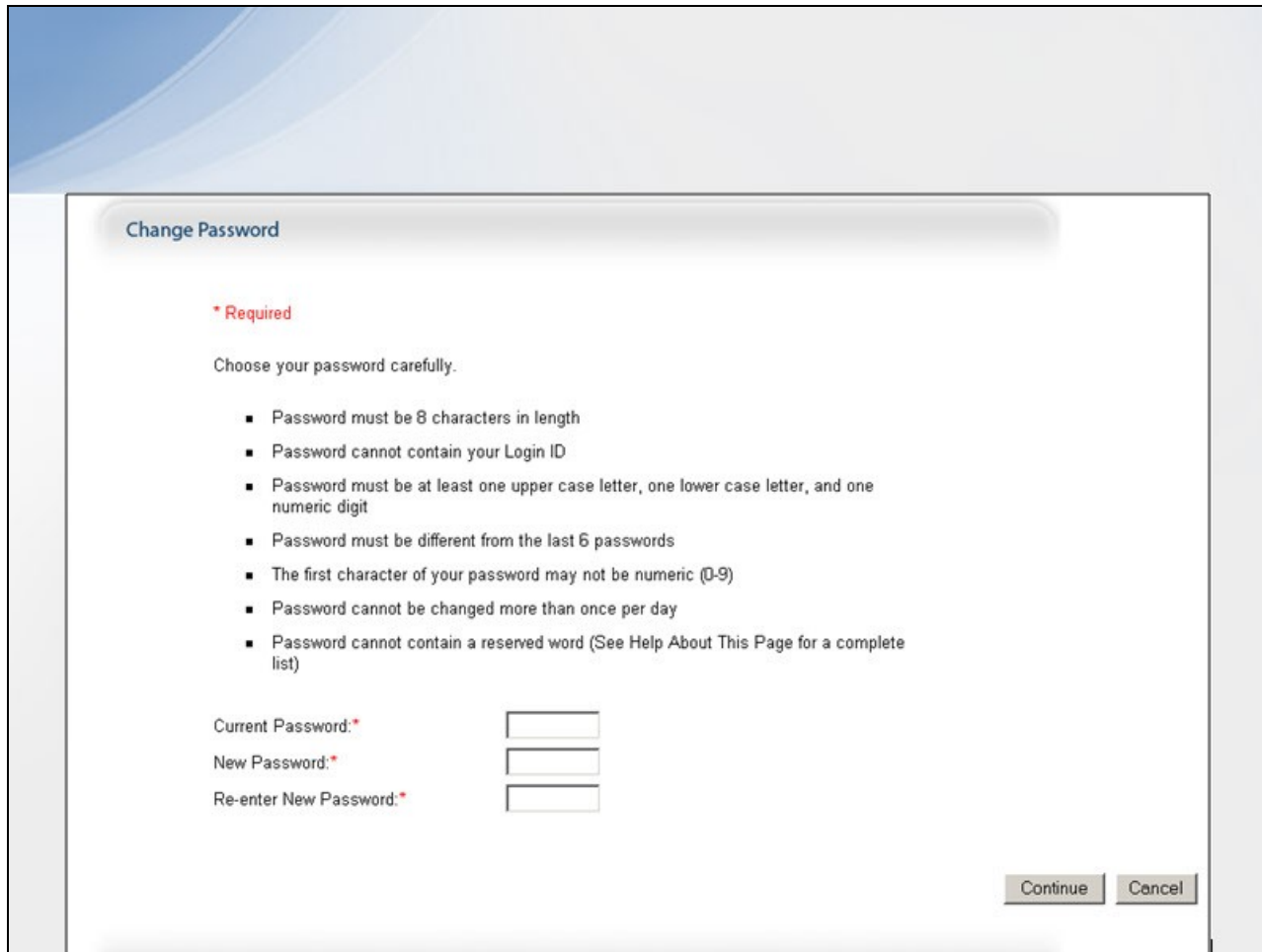
On the right side, there's a "QUICK HELP" section with links "Help About This Page" and "Submission Periods". Below that is a "Print this page" button. Further down is a section "I'd like to..." with links "Manage Personal Information" and "Change Password". At the bottom right is a "Log off" link.

At the bottom left, there's a "SECURE AREA" indicator. At the bottom center, there's a link for "Privacy Policy | User Agreement".

Slide notes

On the RRE Listing page, click the Change Password link in the Account Settings box on the right side of the page.

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The screenshot shows a web application window with a light blue header and a white main content area. The title "Change Password" is in a blue header bar. Below it, a red asterisk and the word "Required" are displayed. A instruction "Choose your password carefully." is followed by a bulleted list of password requirements. At the bottom, there are three input fields labeled "Current Password:", "New Password:", and "Re-enter New Password:", each with a red asterisk. To the right of these fields are three empty text boxes. In the bottom right corner, there are two buttons: "Continue" and "Cancel".

Change Password

*** Required**

Choose your password carefully.

- Password must be 8 characters in length
- Password cannot contain your Login ID
- Password must be at least one upper case letter, one lower case letter, and one numeric digit
- Password must be different from the last 6 passwords
- The first character of your password may not be numeric (0-9)
- Password cannot be changed more than once per day
- Password cannot contain a reserved word (See Help About This Page for a complete list)

Current Password:*

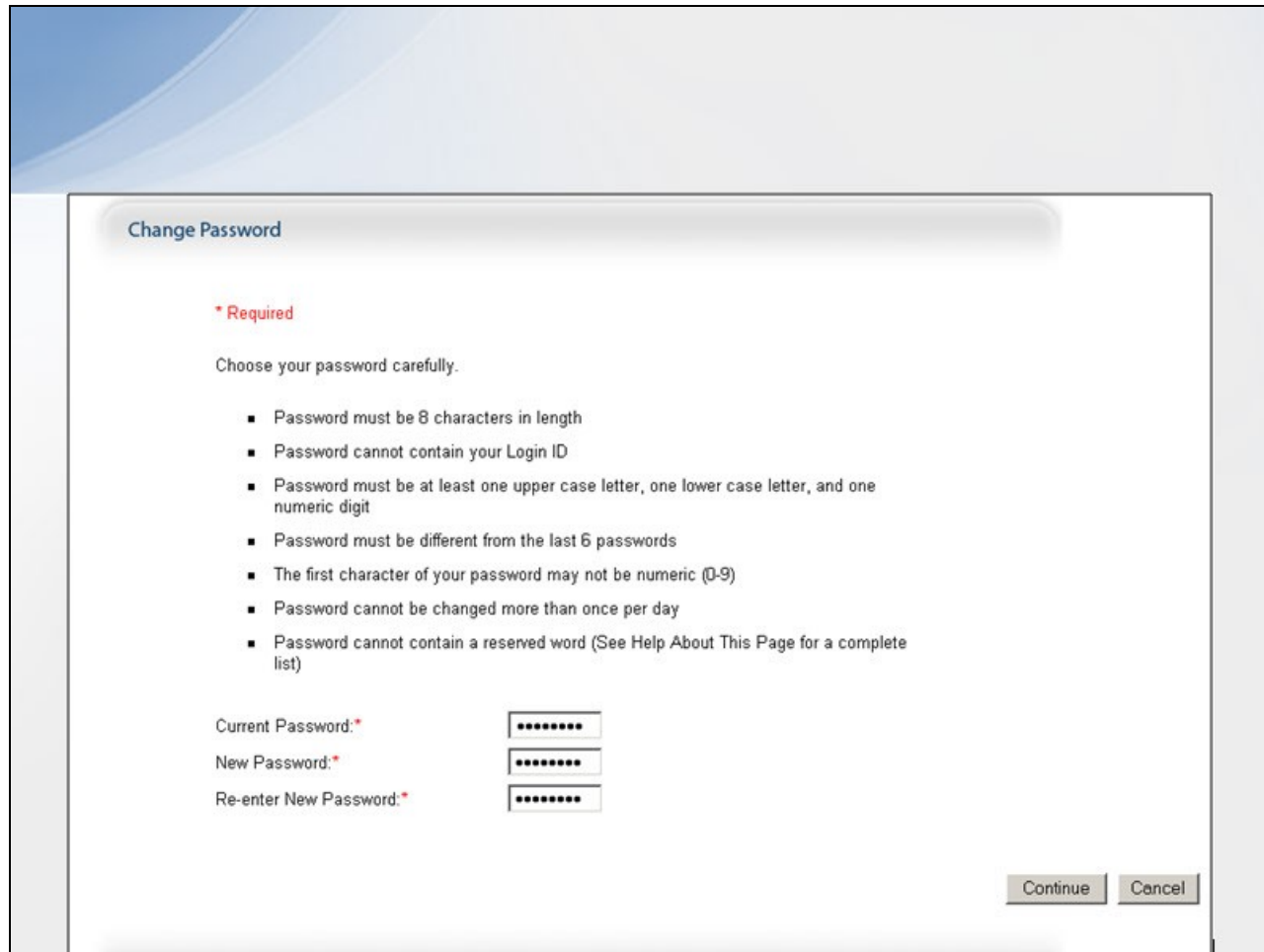
New Password:*

Re-enter New Password:*

Slide notes

This displays the Change Password page.

Slide 40 - of 53

A screenshot of a 'Change Password' dialog box. The title bar says 'Change Password'. Below the title bar, there is a red asterisk followed by the word 'Required'. The text 'Choose your password carefully.' is displayed. A bulleted list of password requirements follows: 8 characters in length, cannot contain the Login ID, must have one upper case letter, one lower case letter, and one numeric digit, must be different from the last 6 passwords, the first character may not be numeric (0-9), cannot be changed more than once per day, and cannot contain a reserved word. At the bottom, there are three input fields labeled 'Current Password:', 'New Password:', and 'Re-enter New Password:', each with a red asterisk and a masked password field. To the right of the input fields are 'Continue' and 'Cancel' buttons.

Change Password

*** Required**

Choose your password carefully.

- Password must be 8 characters in length
- Password cannot contain your Login ID
- Password must be at least one upper case letter, one lower case letter, and one numeric digit
- Password must be different from the last 6 passwords
- The first character of your password may not be numeric (0-9)
- Password cannot be changed more than once per day
- Password cannot contain a reserved word (See Help About This Page for a complete list)

Current Password:*

New Password:*

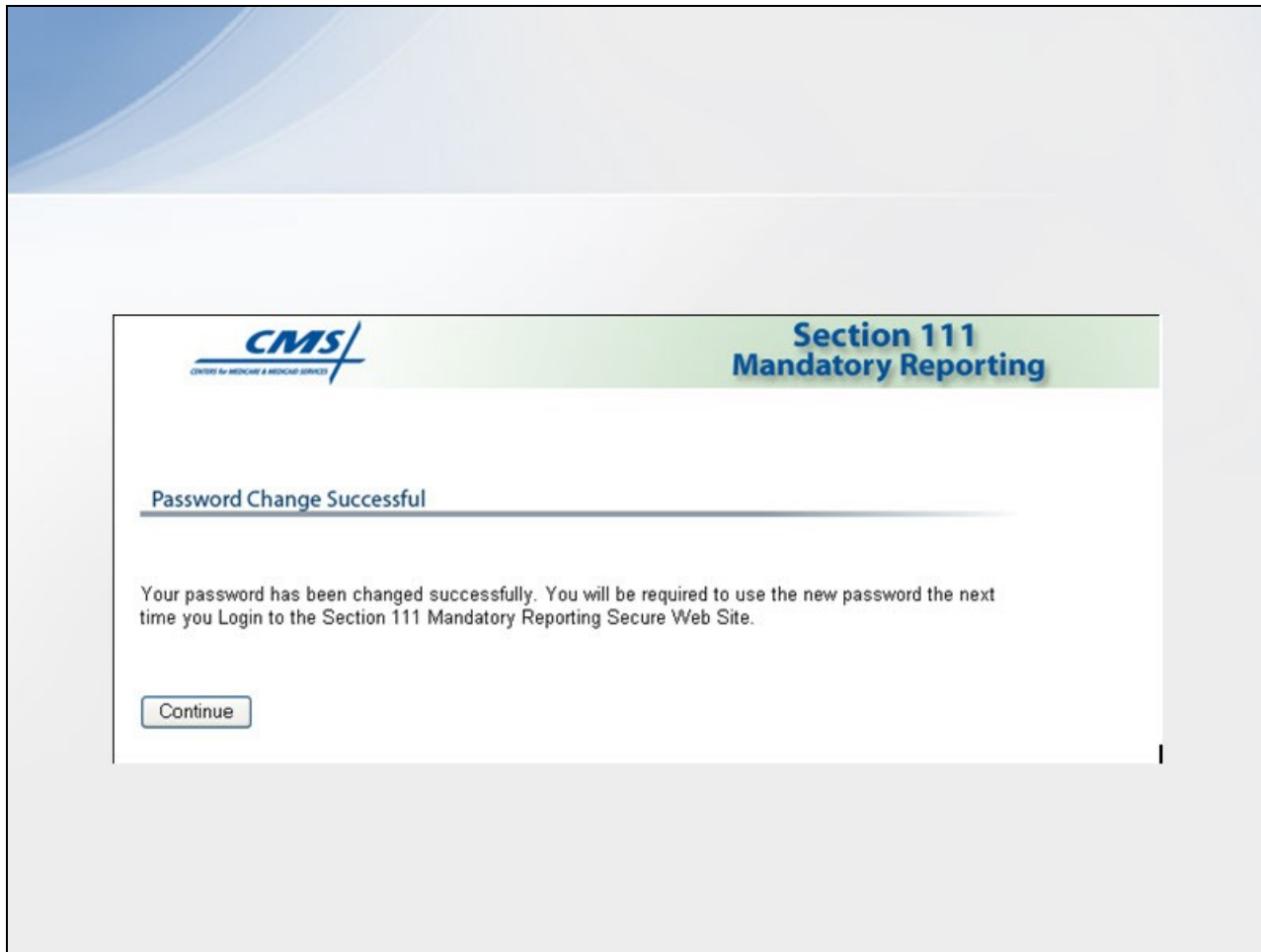
Re-enter New Password:*

Continue Cancel

Slide notes

Enter your current Password. Enter and re-enter a new Password that meets the requirements specified in the Section 111 COBSW User Guide and then click Continue.

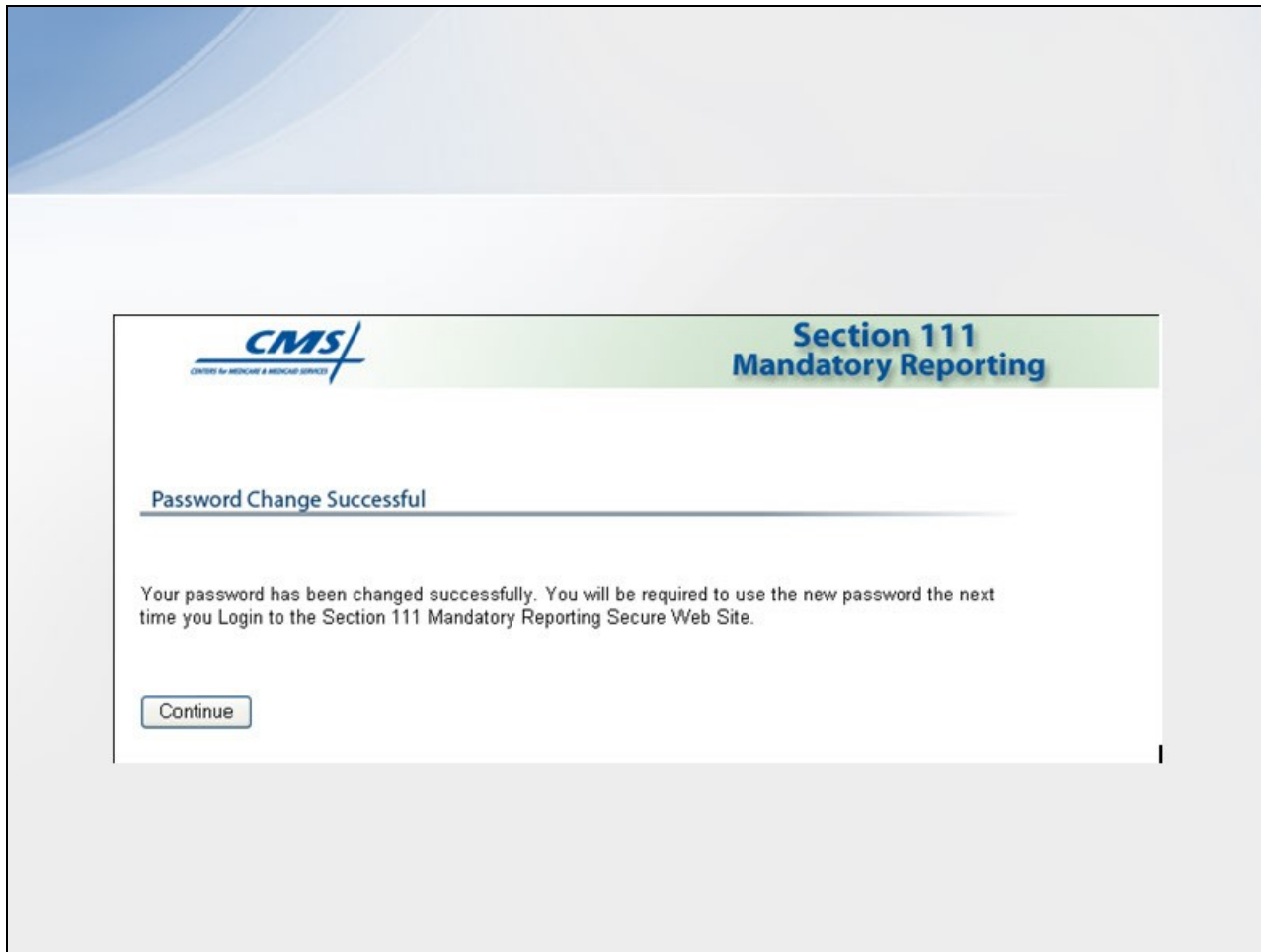
Slide 41 - of 53



Slide notes

The Password Change Successful page displays.

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Slide notes

Click Continue to go to the RRE Listing page.

Slide 43 - of 53

Update Personal Information

- Personal information recorded during registration
 - Name
 - Job Title
 - E-mail Address
 - Company Address
 - Company Phone Number
 - Company Fax Number
- May be updated/changed

Slide notes

Your personal information is recorded during your initial registration process. This includes your name, job title, E-mail address, company address, company phone number, and company fax number.

However, this information may be updated and changed, if necessary.

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the text 'Section 111 Mandatory Reporting'. Below this is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A secondary bar contains 'Home' and 'Log off'. The main content area is titled 'RRE Listing'. It includes instructions on how to use the RRE ID list and a search function. A search bar with a 'Search' button and a 'Refresh RRE Listing' button is present. Below this, it says '4 items found, displaying all items.1'. A table lists two RREs: '36184 Tesing Company' and '36188 Acme 1'. Each row has columns for RRE ID, Name, Status, Submsn Period, Reporting Option, and Actions. The Actions column contains a dropdown menu set to 'Please Select' and a 'Go' button. On the right side, there's a 'QUICK HELP' section with links to 'Help About This Page' and 'Submission Periods'. Below that is a 'Print this page' button. Further down is an 'I'd like to...' section with links to 'Manage Personal Information', 'Change Password', and 'Log off'. At the bottom left, there's a 'SECURE AREA' indicator. At the bottom center, there's a link to 'Privacy Policy | User Agreement'.

Section 111 Mandatory Reporting

Navigation: About This Site | CMS Links | How To... | Reference Materials | Contact Us

Home | Log off

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items.1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36184	Tesing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

SECURE AREA

[Privacy Policy | User Agreement](#)

QUICK HELP

[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)
[Change Password](#)
[Log off](#)

Slide notes

On the RRE Listing page, click the Manage Personal Information link in the Account Settings box on the right side of the page.

Slide 45 - of 53

The screenshot shows a web form titled "Manage Personal Information" with a light blue header bar. The form is set against a light gray background with a blue decorative wave in the top left corner. It contains several input fields for personal and company data, with red asterisks indicating required fields. The fields are organized into two main sections: personal information and company address. At the bottom right, there are "Continue" and "Cancel" buttons.

Manage Personal Information

*** Required**

First Name:* John

Last Name:* Smith

Job Title:* Manager

E-mail Address:* jsmith@abc.com

E-mail Address:* jsmith@abc.com

Company Address

Street Line 1:* 123 Test Street

Street Line 2: Suite 200

City, State, Zip:* Baltimore, MD 21204 -

Company Telephone:* (800) 415 - 2000 ext 283

Company Fax: (410) 222 - 3333

Continue Cancel

Slide notes

This displays the Manage Personal Information page.

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The screenshot shows a web form titled "Manage Personal Information" with a light blue header bar. The form is set against a light gray background with a blue decorative wave in the top left corner. It contains several input fields for personal and company information, with red asterisks indicating required fields. The data entered includes: First Name: John, Last Name: Smith, Job Title: Manager, E-mail Address: jsmith@abc.com (entered twice), Company Address: 123 Test Street, Suite 200, Baltimore, MD 21204, Company Telephone: (800) 415-2000 ext 283, and Company Fax: (410) 222-3333. "Continue" and "Cancel" buttons are at the bottom right.

Manage Personal Information

*** Required**

First Name:* John

Last Name:* Smith

Job Title:* Manager

E-mail Address:* jsmith@abc.com

E-mail Address:* jsmith@abc.com

Company Address

Street Line 1:* 123 Test Street

Street Line 2: Suite 200

City, State, Zip:* Baltimore, MD 21204 -

Company Telephone:* (800) 415 - 2000 ext 283

Company Fax: (410) 222 - 3333

Continue Cancel

Slide notes

Your current personal information is displayed on this page.

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The screenshot shows a web form titled "Manage Personal Information" with a light blue header bar. The form is set against a light gray background with a blue decorative wave in the top left corner. It contains several input fields for personal and company data, with red asterisks indicating required fields. The fields are organized into two main sections: personal information and company address. At the bottom right, there are "Continue" and "Cancel" buttons.

Manage Personal Information

*** Required**

First Name:* John

Last Name:* Smith

Job Title:* Manager

E-mail Address:* jsmith@abc.com

E-mail Address:* jsmith@abc.com

Company Address

Street Line 1:* 123 Test Street

Street Line 2: Suite 200

City, State, Zip:* Baltimore, MD 21204 -

Company Telephone:* (800) 415 - 2000 ext 283

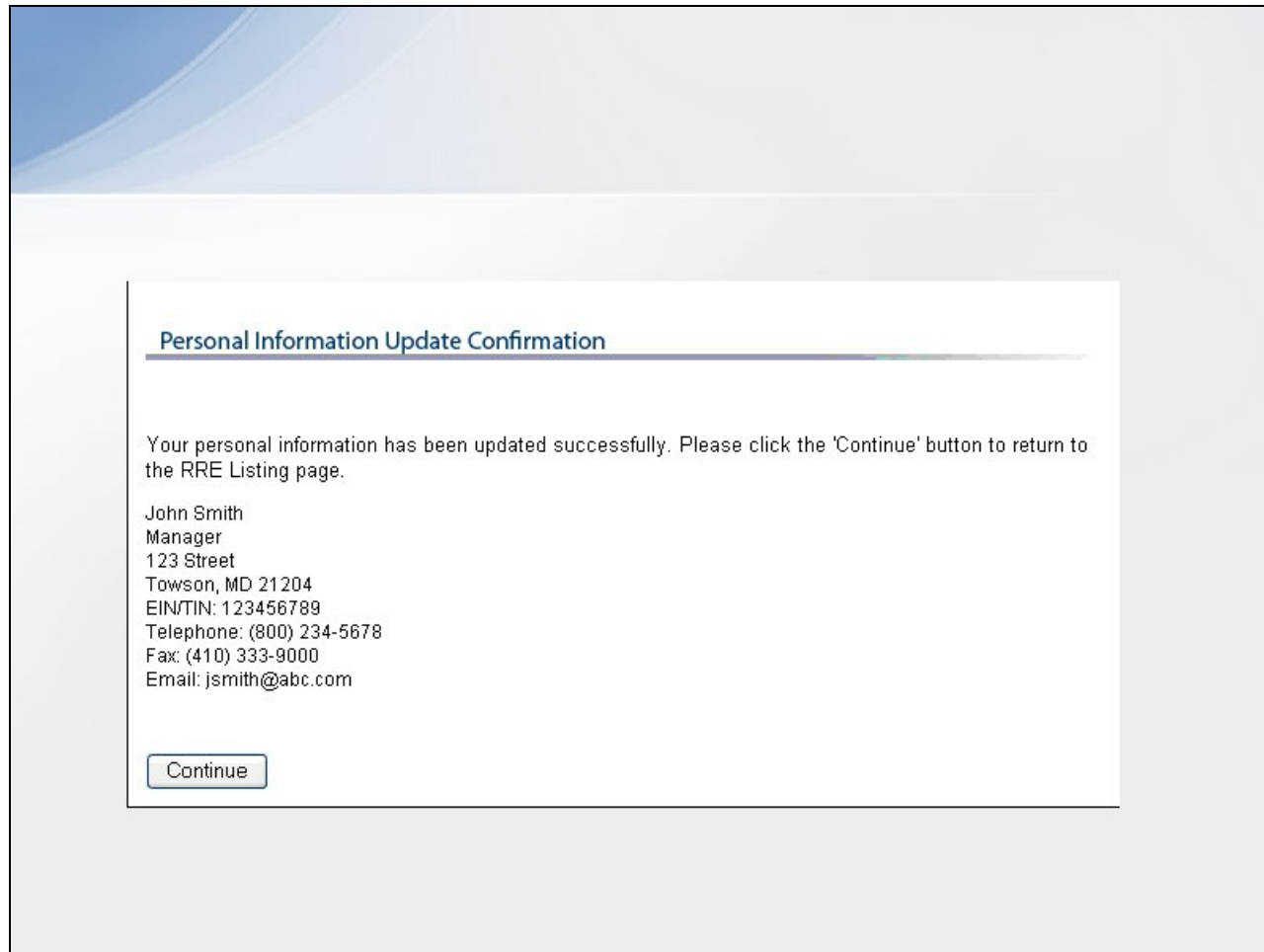
Company Fax: (410) 222 - 3333

Continue Cancel

Slide notes

After making any necessary changes, click the Continue button at the bottom of the page.

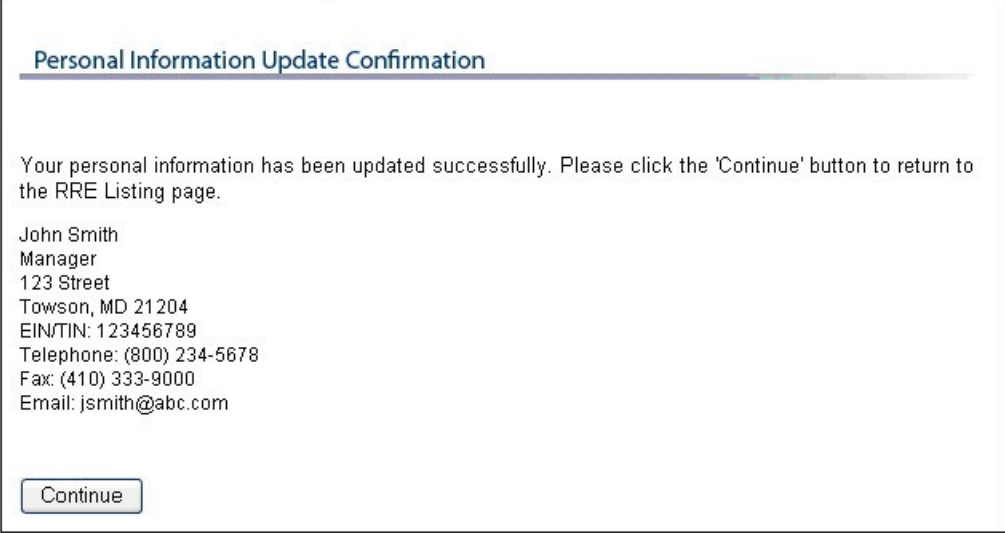
Slide 48 - of 53



Slide notes

This displays the Personal Information Update Confirmation page which lists all of your personal information, including modifications.

Slide 49 - of 53



The screenshot shows a web application interface with a light blue header and a white content area. A confirmation dialog box is centered on the screen. The dialog box has a title bar that reads 'Personal Information Update Confirmation'. Below the title bar, a message states: 'Your personal information has been updated successfully. Please click the 'Continue' button to return to the RRE Listing page.' Below this message, the user's personal information is listed: 'John Smith', 'Manager', '123 Street', 'Towson, MD 21204', 'EIN/TIN: 123456789', 'Telephone: (800) 234-5678', 'Fax: (410) 333-9000', and 'Email: jsmith@abc.com'. At the bottom of the dialog box is a button labeled 'Continue'.

Personal Information Update Confirmation

Your personal information has been updated successfully. Please click the 'Continue' button to return to the RRE Listing page.

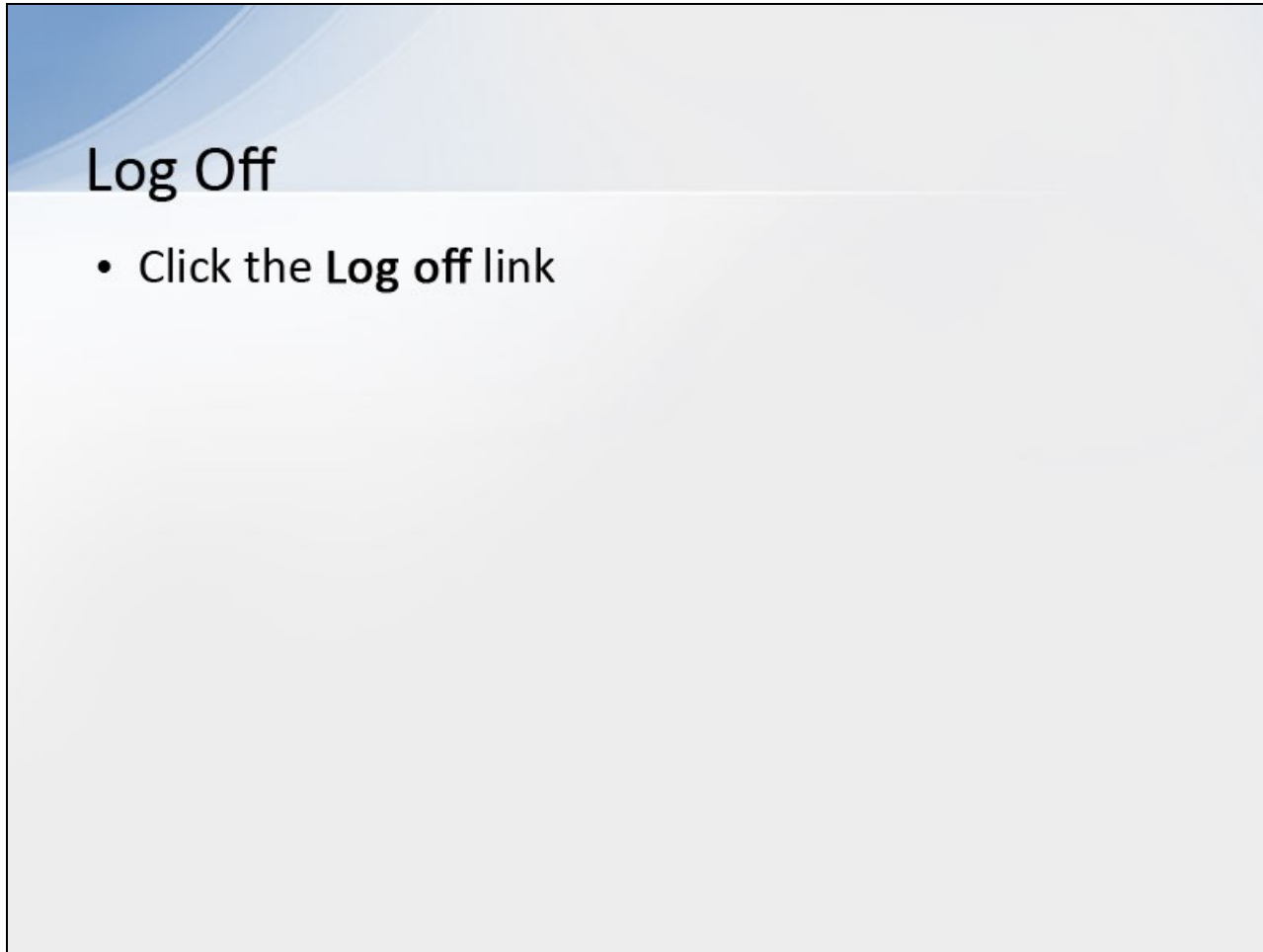
John Smith
Manager
123 Street
Towson, MD 21204
EIN/TIN: 123456789
Telephone: (800) 234-5678
Fax: (410) 333-9000
Email: jsmith@abc.com

Continue

Slide notes

Click the Continue button to return to the RRE Listing page. The system then generates and sends you an E-mail, indicating that your personal information has been changed.

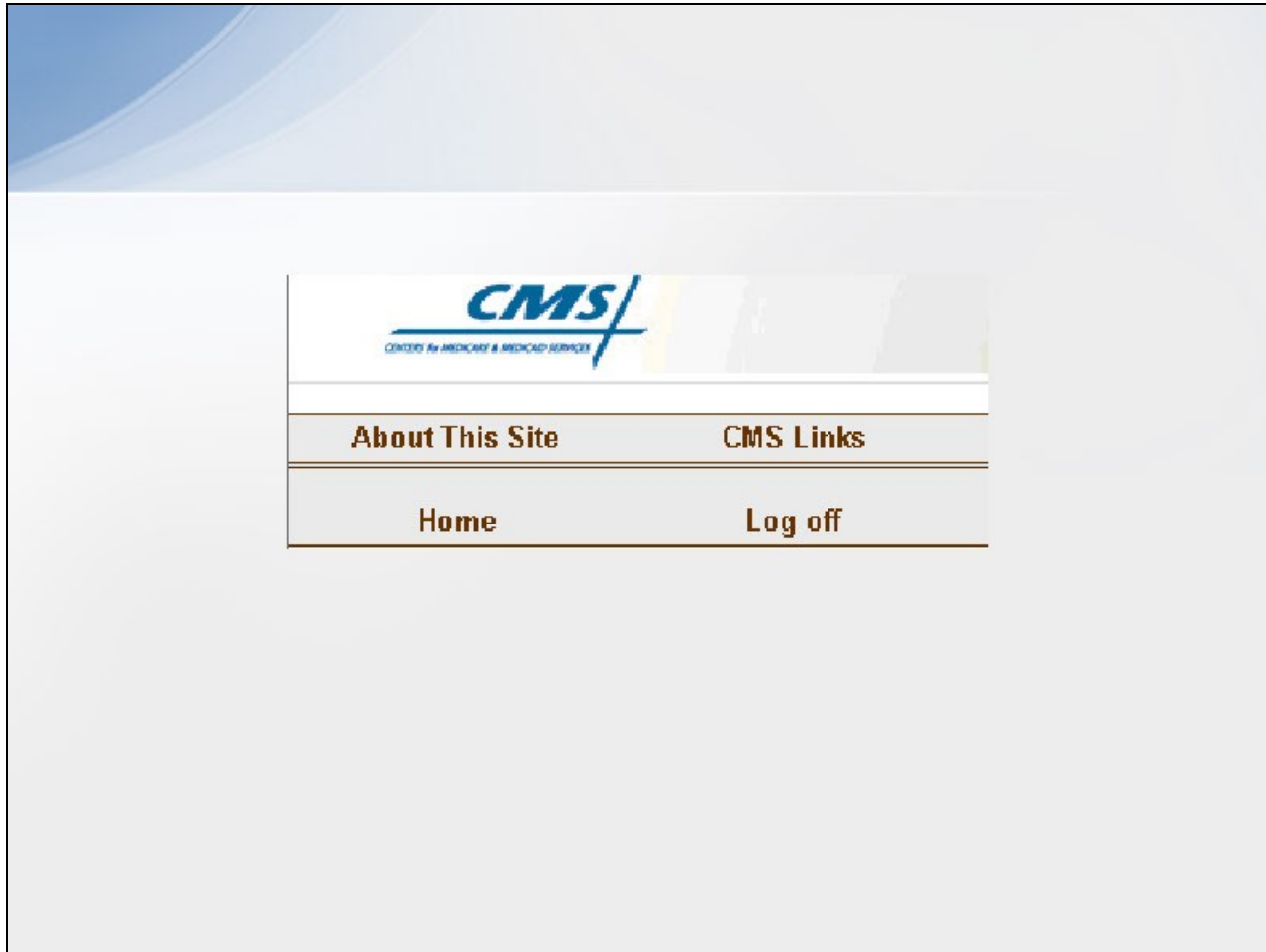
Slide 50 - of 53



Slide notes

When you have finished using the Section 111 COBSW, click on the Log off link at the top of any page.

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Slide notes

From any page, click the Log off link at the top of the screen.

Slide 52 - of 53



Section 111 Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#)

Login Warning

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This Web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators will be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395k(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information, (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)

[Decline](#)

Slide notes

The system will then end your session and return you to the Section 111 COBSW Login Warning page. Once the Login Warning page displays, you should close your browser.

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You have completed the Section 111 COBSW Basic Functions course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

Slide notes